G. R. S. IX-5]

Previous references.
E.A.4-14.

1917-18
(E.A.4)

File No. 224

Serial Nos. 1–9

Later references.

P 31 E

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1–9.

Part B for May 18

SUBJECT.

Observance of Essential Rules in Secretariat

(No order)

W D 88—GPB—50,000—24-7-18

Under 24/6/18.

2

G.R.S. 11] 1917-18

GENERAL AND REVENUE SECRETARIAT.

(G.A.G.)

NOTES.

G.A.G. File No. 224

FILE HEADING.

Enquiry regarding the observance of the essential Rules in the Secretariats.

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

1 In pursuance of the orders given in Council at the last meeting, and of the personal discussion with the Chief Secy, I submit a revised draft regarding the enforcement of

NOTES—First Sheet.

GPB—35,000—15-6-12

Serial No.

of standing orders in the Sects

Chief Secy) nil 25/11/17

2 Issue & submit to Dewan for perusal

Sd 28/11/17

Sd

1 The Secretaries & Govt.

Memo no. 637-642/E. A.G. 224 of 27.11.17 requesting to examine and report on the observance of essential rules for the rapid and early disposal of papers in their offices.

3 Laid for information

Dewan) nil 28/11/17

2847 28.11.17.

4 Secy

Secy

20/12

Sd

nil 22/12

2 Letter no. 5800 of 18.12.1917 from the Secy, E and A states that the rules are being observed in his office so far as they are applicable and suggests certain modifications.

3 Letter no. 2759/13732 of 21.12.17 from the Secy, P.W.D. submits his remarks on the observance of essential rules in the Sects.

NOTE—Contn. sheet.

ND 1233—GPB—60,CCC—1-12-16—S.

3 4

G. R. S. III-2]

General and Revenue Secretariat. | E. A. S. File No. 224 of 1917

Serial No.	
5	Only two Secretaries (S and A and P. W. D.) have have replied. May a reminder issue to other Secretaries. Draft reminder is subd. (Sd 12-1-18) Done & resubmit with refces — sd 12/1/18
	Reminders No. 1031-32 issued on 12-1-1918. Subd with references.
	(Sd 12-1) The Secy P.W.D. says that certain rules are inapplicable to his Deptt. As this seems to be due to misapprehension of the rules, a reply stating what is necessary is put up (Chief Secy) sd 15/1/18
	7. OK sd 16/1/18 Done sd 16/1/18
4	Letter No. 1035/S. A. S. 224 dt 16-1-1918 of the Secy, P.W.D., makes certain observations on the note re. rules of secretarial business.
5	Letter No. RS. 2083/Pl. No. G. 182 dt 16.1.18 from the Reg Secy states that the rules prescribed in his office manual are followed.
6	Dated 18/1/18 sd Reply from the Registrar, E & RS re: the observance of Executive Rules in the Chief

NOTE—Contn. sheet.

WI) 1233—GPB—60,000—1-12-16—S.

4

5

G. R. S. III-2)

General and Revenue Secretariat. | 889 File No. 224 of 1917.

Serial No.	
7	Letter No. 355/1710 dt 8.2.1918 from the Secy, P.W.D. furnishes a reply on the observance of essential rules in that Secty.
8.	Memo No. R. 8697 dt 22.2.18 from the Secy, Revenue Dept, states that the rules prescribed for the rapid and early disposal of papers are receiving attention.
9	Do from Lakshminarasimha Rao Esq B.A. Under Secretary for Railways D.O. No 1786 dated 6.6.1918 Requesting him to note information re observance of Essential Rules

NOTE—Contn. sheet.

G. R. S. 12]

General and Revenue Secretariat. | File No. of 191

Serial No.

Extract from File No.F.1547-1714-15. re Measures for prevention of delays in disposal of cases.- In regard to the observance of Secretariat rules, a list of points was made out and the attention of the several Secretariats was drawn to them.

Arrangements have been made for the monthly inspection of the several branches of the Secretariat by the officers concerned. The results are being reported to, and scrutinised by, the Secretaries concerned. A consolidated register of inspections is maintained in the Efficiency Audit Branch to note results from month to month. This gives a comprehensive idea of the state of business in the office and of the volume of outstanding work.

As a first step in reducing arrears, I got prepared a list of old papers, i.e., papers pending in the office for more than one year. There were 57 of these at the beginning of December, distributed as follows:-

Council ..	3
Cases for hearing ..	1
Dewan's Office ..	15
Extraordinary Member.	1
First Member ..	1
Assistant Secretary, Br.I.	1
Branch V ..	2
Secretary, P.W.D. ..	2
Deputy Chief Engineer	1
Muzrai ..	30
	57

Extracts from the list were sent, with the Chief Secretary's approval, to the authori-

NOTE--Contn. sheet.

ties

GPB—20,000—30-6-15

Serial No.

authorities concerned, for verification and needful action, with the satisfactory result that of the 57 old cases, a large proportion viz.,22 have already been disposed of this month. The disposal of the other cases will be watched.

In regard to suspend cases, which now number about 1400, the rules now suggested may result in tangible improvement.

Periodical Reports and Returns- A revised calendar has been prepared of the reports and returns received or compiled in the Secretariat . Each Branch at present maintains a periodical register in its own way. The new calendar, when received, will help to introduce uniformity and more effective supervision.

Proposals regarding the work diaries of officials and other documents intended to speed up work have been separately submitted in -- connection with the reorganization of the Secretariat. The diaries are now being scrutinised by the Registrar regularly.

There is room for greater regularity in the examination of the arrear lists, suspend lists, and periodical reports by the branch officers.

A scheme for the audit of files with a view to check delays and irregularities and

GPB—20,000—30-6-15

G. R. S. 12]

B.

8

General and Revenue Secretariat.

S.A.f File No. 224 of 191 7

Serial No.

and correct omissions has been submitted.(Vide linked file). When a self-contained recording section is formed, as recently proposed by the Secretaries, it will be possible to arrange with the superintendent of the section for the audit of files on the lines suggested in the note.

(Intd) N.M.
Chief Secy.) 20/1/18.

The draft memo may be approved for issue.

Action about the proposed audit will be taken separately.

2nd Member.) (Intd.) C.S.B.
Devan.) 9/2/18.

These papers may be returned

NOTE--Contn. sheet.

GPB—20,000—30-6-15

9

G. R. S. 34]

No. 637-642/E. A. S. 226 &c.

GOVERNMENT OF H. H. THE MAHARAJA OF MYSORE.

General and Revenue Secretariat.

( )

Office Memorandum.

26th November 1917.

To

The Secretary to Government, P.W.D., 191 .
-do- Railways.
The Financial Secretary to Government.
The Secretary to Government, Revenue Deptt.
-do- Deptts of Education & Agriculture.
The Joint Secretary to Govt, Muzrai Deptt.

** Appended hereto.

The Secretaries to Government in the several Departments are requested to examine and report as to how far the rules x prescribed for the rapid and early disposal of papers in their offices are receiving attention and whether any modifications in the rules are required.

It is requested that steps may be taken to bring all the rules punctiliously into force before the end of December 1917. The Efficiency Audit Officer will be asked to assist in this work by examining the registers, etc., in the several Secretariats and bringing to the notice of the Secretaries concerned any matters to which special attention is required.

By Order,

Chief Secretary to Government.

GPB—5,000—7-8-11

ESSENTIAL THINGS TO BE ATTENDED TO IN THE SECRETARIATS.

I. ORGANIZATION.

(1) List of powers and duties of all authorities competent to pass orders on behalf of Government.(Manual of Council Rules and Procedure.)

(2) Division of the Secretariat into Branches or sections. Main items of work in each branch.(Rule 1 of the Essential Rules for Secretariats and the classified abstract of work done in each Secretariat).

(3) Allocation of work among officers and officials kept up-to-date. (Rule 2 of the Manual of Essential Rules for Secretariats).

(4) Maintenance by each clerk of a list showing his specific duties.(Rule 2 of the Manual of Essential Rules for Secretariats).

II. DISCIPLINE & RECRUITMENT.

(1) Enforcement of punctual attendance at prescribed hour. (Rules 4 and 5 of the Manual of Essential Rules for Secretariats).

(2) Enforcement of the maintenance of character rolls. (Rule 7 of the Manual of Essential Rules for Secretariat

(3) Enforceement of the maintenance of a diary of work done by each official.(Rule 2 of the Manual of Essential Rules for Secretariats).

III. OFFICE PROCEDURE & ROUTINE.

(1) Submission of papers for orders within 5 days of receipt at the latest (Rule 10 of the Manual of Essential Rules for all Secretariats).

(2) Issue of timely reminders in cases of delay. (Suspend List. Vide Rule 33 of the Manual of Essential Rules for Secretariats).

(3) Obeervance of the rules for dealing with Council cases (Manual of Council Rules and Procedure).

(4) Observance of the rules connected with the procedure in the Legislative Council. (Part III of the Legislative Council Manual).

(5) Budget procedure and consultation of the Financial Department. (G.O.No.Fl.8328-33 dated 6-5-1907 and No.Fl.3396-444/G.F.107-16-1 dated 19-12-1916).

(6) Procedure in regard to the Residency communications. (Chapter IX of the General and Revenue Secretariat Manual).

(7) Observance of the special rules in connection with the treatment of confidential cases. (Vide Rules 38 and 39 of the Manual of Essential Rules for Secretariats).

(8) Printing of

(a) Important Government Proceedings and papers.
(b) Weekly Proceedings Volumes.
(c) Monthly -do-
(d) Annual index to Monthly Proceedings Volumes.
(e) Decennial index.
(f) File headings and their index. (Rule 34 of the General & Revenue Secretariat Manual).

(9) Papers to be placed at the Editors' Table -

(a) Preparation of a standard list of papers which may be placed at the disposal of the Press.

(b) Responsibility of Secretariat officers in the matter

10. Maintenance of a list of reports and returns due from and to the office in each branch and inspection of the list at least once a month by the Secretariat officer to ensur punctuality in their preparation and submission.(Rule 17 of the General Rules of Office Procedure and Rule 6 of the Efficiency Rules.

11. Arrear Lists - Proper maintenance and scrutiny once a month. (Rule 33 of the Manual of Essential Rules for Secretariats).

12. Maintenance of a note book (Reminder book)by each offic[illegible] for entering all matters which require to be remembered and which if not so entered are liable to be overlooked. (Rule 7 of Efficiency Rules).

IV. RECORDS.

(1) Classification and arrangement of records under the rules in force.(Rules 8 and 9 of the Manual of Essential Rules for Secretariats.)

(2) Arrangements for safe custody of records(-do- -do- and Chapter III,G.R.S.Manual).

(3) Classification and cataloguing of important and confidential State documents.(Rule 39 of the Manual of Essential Rules.

(4) Arrangements for protection from fire.

(5) Punctual return of records taken out for reference. Call for records outstanding over a month.

(6) Periodical weeding out of obsolete papers.

V. I NSPECTION.

(1) Once a week by each clerk of his own papers.

(2) Once a month by the Superintendent and the Gazetted officer in charge.Report to be submitted to Secretary.

(3) Once a quarter by the Secretary. Report of inspection to be submitted to Dewan.(Rule 40 manual of Essential Rules).

(4) Form for inspection report.

(5) Maintenance of an inspection book.(G.O.No.10870-10918/E.A. 43-14-1 dated 10th April 1915).

VI. MEETING OF SECRETARIES.

(1) Holding of quarterly meeting of Secreteries to Govt for ensuring greater co-operation among the Secretariats and for discussing important questions.

(2) Holding of quarterly meetings of each Secretary and his subordinate officers for considering important questions.

VII. SECRETARIAT LIBRARY.

(1) Proper equipment.

(2) A complete catalogue.

VIII. GENERAL.

(1) Maintenance of correct statistics of administration and comparative information.(Rule 12 of the Efficiency Rules.)

(2) Officers and establishments -

(a) Periodical examination of the distribution of officers and establishments and making suitable proposals for any transfers,etc.,necessary.

(b) Action in due time regarding the filling up of - vacancies, the extension of the term of temporary establishments, recruitment by examination,etc.

(c) Proper filing of confidential reports about officers and keeping proper record of commendation and censure passed on them.(Rules 71 to 83 of the Manual of Council Rules and Procedure).

(d) Organization and Development - Encouragement of specialization by officers (Rule 12 of Efficiency Rules and G.O.No.11262(3)310/G.M.369-14-2 dated 19-4-1915).

(3) MANUALS AND STANDING ORDERS. - Maintenance of the manuals and standing orders relating to each department up-to-date together with a list and index.(Rule 18 of the General Rules of Office Procedure and G.O.No.136-E.A.G. dated 21st December 1916).

(4) Keeping up-to-date information about the working of special schemes.

(5) Organization and Development work.

(a) List of Major and Minor wants of departments. - Reserve List.

(b) List of important items under consideration - Current List.

(c) Progress reports on current subjects.

(d) Monthly meetings of orgenizing secretaries and helpers.
(G.O.No.9252-301-G.M.411-16-1 dated 5th January 1917)

(e) Review of progress and revision of subjects in January, May & September.

(7) Prompt action on the tour notes of Dewan and Members of Government.

(8) Preparation for periodical events, viz., the Representative Assembly Sessions and Economic Conference Session.

15

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

O. M. No. 637-642—E. A. G. 224, dated 27th Nov. 1917.

Secretariat Business.

Passes orders regarding the observance of the essential Rules of ——.

WD A1237—GPB—18-12-17—112

Secretariat Business.

No. 637-642
E. A. G. 224

GOVERNMENT OF H. H. THE MAHARAJA OF MYSORE,
GENERAL AND REVENUE SECRETARIAT,
Dated 27th November 1917.

OFFICE MEMORANDUM.

The Secretaries to Government in the several departments are requested to examine and report as to how far the rules prescribed for the rapid and early disposal of papers in their offices are receiving attention and whether any modifications in the rules are required.

It is requested that steps may be taken to bring all the rules punctiliously into force before the end of December 1917. The Efficiency Audit Officer will be asked to assist in this work by examining the registers, etc., in the several Secretariats and bringing to the notice of the Secretaries concerned any matters to which special attention is required.

A list of some of the essential rules of Secretariat business is appended.

By Order,

Chief Secretary to Government.

Exd.—C.R.

G.H. 924-862 D. 319 21-12-1917 17

G.R.S. 31] G.R.S.M.—1,000—15-7-17

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE,

GENERAL AND REVENUE SECRETARIAT.

No. 5800. Bangalore, Dated 18th December 1917.

E & A

5811

GEN. & REV. SECRETARIAT VIII E. AUDIT. 19 DEC 1917

From

P. G. D'souza, Esq., B.A., B.L.,

Secretary to the Government of His Highness the Maharaja of Mysore,

Departments of Education and Agriculture.

To

C. S. Balasundaram Iyer, Esq., B.A.,

Chief Secretary to Government,

Bangalore.

SIR,

With reference to the office Memorandum No. 637-642 dated the 26th November 1917, I am to state that the rules appended thereto are being observed in this Secretariat so far as they are applicable as closely as possible in addition to the procedure prescribed by the General and Revenue Secretariat Manual and to invite your attention to my report of the inspection of this Secretariat for the past official year sent up some days ago regarding the working of the Branch and the shortcomings observed therein. I have at present no elaborate modifications to suggest to the existing rules except that the period prescribed for the inspection of the Branches by the Superintendant or Assistant Secretary and the Secretary may be changed into quarterly and half yearly instead of monthly and quarterly.

I have the honour to be,

Sir,

Your most obedient servant.

Mahadevaya

for Secretary to Government.
Departments of Education and Agriculture.

CP.

Memo D. 337 27-12-17 18

S.R. 2 24 1 3

Telegraphic Address: *Stateworks*

No. 2759 13732/Genl.

26 DEC 1917

MYSORE, P. W. DEPARTMENT.

CENTRAL OFFICE.

Bangalore, 24th *December* 191 7.

From

KARPUR SHRINIVASRAO, Esq., B.Sc., L.C.E.,

The *Secretary to the Government of Mysore,*

Public Works Department.

1267

To

C.S.Balasundaram Iyer, Esq., B.A.,

Chief Secretary to Government, Bangalore.

Sir,

I have the honour to acknowledge the receipt of your memo No.637-642 dated the 20th November 1917 requesting me to examine and report as to how far the rules prescribed for the rapid and early disposal of papers are receiving attention in my office and whether any modifications in the rules are required.

2. The remarks in the note attached will give an idea as to what is being done in the Public Works Secretariat to enforce the rules referred to.

I have the honour to be,

Sir,

Your most obedient servant,

R V Sundaramma

For Secretary to Government,

Public Works Department.

S.S.

Note of the action taken in the Public Works Secretariat on the rules prescribed for the rapid and early disposal of papers in the Secretariats.

---

1 (1) No list of routine cases to be disposed of by Public Works Secretariat Officers on behalf of Government has been prepared up to now. But as such a list is desirable, one will now be prepared and submitted for approval.

(2) This has been done.

(3) The allocation of work among officers has been laid down. As regards officials, this has not been expressly laid down in writing, but the officials know what they have to do and the superintendents are responsible to maintain a record of the distribution of work among the members, if necessary.

(4) No such lists are maintained in the Public Works Secretariat as there is no need for them - vide remarks against the previous item, nor is this desirable as the clerk, when required to attend to other classes of work, will say "it is not stated in his list". The Superintendent distributes the work and it is for him to see that all communications referred to his section are disposed of promptly.

11 (1) This is attended to.

(2) The rolls will be written up for the current half year as the forms were received late.

(3) This rule will not suit unless a person is employed on a particular piece of work which should be completed within a specified period of time. Its observance is not insisted on.

111 (1) The time allowed in the P.W.Secretariat is 5 days for submission of references and 5 days for ~~submission of cases for~~ submission of cases for orders, as the clerk who makes up files is different from the case-worker. This limit is adhered to as far as possible.

(2) A Suspend Register is maintained by each Branch and timely reminders are sent. This is receiving attention.

(3) The only rules that require strict observance in the P.W. Secretariat are 30 to 36, Section II, in page 14 of the Manual of Council Rules and 43 in page 17, Section IV.

(4) Such of the rules as relate to the P.W.Secretariat are observed.

(5) This is followed.

(6) This is followed so far as it applies to the P.W.Secretariat.

(7) This is done.

(8) Important G.O's and papers are always printed.

(9) (a) Such as are embodied in the Blue Book Journal are placed on the Editor's table.

(b) In doubtful cases, special orders are obtained from the Secretary.

(10) Each Superintendent is held responsible that such returns (of which a list is furnished to him) are either received in time or submitted to the officers concerned on the due dates. This does not require monthly inspection.

2. 1 must be done

(11) Arrears lists are prepared and scrutinised once a fortnight.

(12) This is has been ordered.

IV (i) to (6) - Necessary rules have been prepared.

V (1) and (2) - Not in vogue in the P.W.Secretariat, because the records are not maintained by each clerk and there is no Gazetted officer in charge of each Branch.

(3) This is provided for.

(4) Recently approved by Government.

(5) A book will be maintained.

VI (i) It is for the Efficiency Branch to call for such meetings whenever considered necessary.

(2) This is done whenever such questions crop up.

VII (1) and (2) These will be attended to hereafter.

VIII (1) Not for attention in the P.W.Secretariat.

(2) (a) Once in 3 years in general and as often as new candidates are appointed and posted.

(b) Attended to.

(c) A file for each officer has been opened. There is also a Personal Register for each officer in which commendation or censure is entered.

(d) This is receiving attention in the Engineers' Association and the Vigilance Committee see to specialisation by officers.

(3) The Manuals relating to the P.W. Department have recently been prepared or are being prepared. They will be duly maintained by correction slips.

The Standing Orders relating to the work of the P.W.Secretariat have been incorporated in the Secretariat Manual which has just been compiled.

(4) Except some large schemes which are being initiated or started, of which information is always available, no register is maintained of such schemes. They are all specific and few in number.

(5) This is being attended to.

(a) Yes- Lists are maintained.

(b) -do- -do-

(c) This is attended to and submitted to the Chief Secretary.

(d) Held whenever practicable.

(e) This is done.

(6) This is done.

(7) This does not relate to P.W. D.

For Secretary to Government,

Public Works Department.

G.R.S.31] G.R.S.M—2,000—10-1-17

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE SECRETARIAT.

No. 1035 *Dated Bangalore,* 15th January *191* 8

From

~~D. M. NARASINGA RAO, Esq., B.A., B.L.,~~
C. S. Balasundaram Iyer, Esq.,B.A.,
Secretary to the Government of His Highness the Maharaja of Mysore,
Chief .

~~*General Department.*~~

To

The Secretary to the Government of Mysore,
Public Works Department.

SIR,

With reference to your letter No.2759-13732 dated the 21st December 1917 furnishing a note on the action taken to ensure the proper observance of rules of Secretariat business in the Public Works Department, I am directed to observe as follows:-

I (3) Distribution of work among officials- record of distribution of work is very necessary. The definition of an official's duties ought not to affect his liability to take up additional work when necessary.

II (3) Diaries of clerks- In regard to your observation "that the rule regarding the maintenance of diaries will not suit, unless a person is given a particular piece of work which should be completed within a specified period of time", I am to state that what is required is a record of work received and disposed of by each official from day to day. This does not depend upon the circumstance mentioned by you.

III

24

III(10) Scrutiny of periodical reports and returns- Cases of delay are of frequent occurrence and a monthly scrutiny is very desirable in order to ensure punctuality.

IV. As regards record arrangements, it is stated that necessary rules have been prepared. Information may be kindly furnished as to how far these rules are put into practice.

The reply to V(1) and (2) is not clear. I am to request that the inspections required by Rule 40 of the Manual of Essential Rules for Secretariats, and Government Order No.661-E.A.G.64 dated the 30th November 1917 may be strictly carried out in future.

I have the honor to be,

S i r,

Your most obedient servant,

For Chief Secretary to Govt.

Ry. 3]

WD A0271—GPB—3,000—27-9-17

SC 5 - 25

GEN. & REV. SECRETARIAT VIII
E. AUDIT.
17 JAN 1918

No. R82083 Encl 1
Je. No. G 182

MYSORE STATE RAILWAYS,
CENTRAL OFFICE,
Bangalore, 16th January 1918.

D. 387
17-1-18

From

THE SECRETARY TO THE GOVERNMET OF MYSORE FOR RAILWAYS,
BANGALORE.

3725

To

The Chief Secretary to the Government of Mysore,
Bangalore.

Sir,

With reference to your office Memorandum No.637-643 of 26th November last, I have the honour to enclose herein a copy of this Secretariat Manual and to state that the rules therein prescribed are followed in this Secretariat.

I have the honour to be,
Sir,
Your most obedient servant,

Under Secretary in charge,
Railway Secretariat.

AJM.

16/1/18

D. 20.403 '26
22-1-18
SC 6.

No. 637-642—E. A. G. 224, DATED 27TH NOVEMBER 1917.

SOME ESSENTIAL RULES REQUIRING ATTENTION IN THE SECRETARIATS.

I. ORGANISATION.—

(1) List of powers and duties of all authorities competent to pass orders on behalf of Government. (Manual of Council Rules and Procedure.)

(2) Division of the Secretariat into branches or sections. Main items of work in each branch. (Rule 1 of the Essential Rules for Secretariats and the classified abstract of work done in each Secretariat.) yet.

(3) Allocation of work among officers and officials kept up-to-date. (Rule 2 of the Manual of Essential Rules for Secretariats.) } Being got up

(4) Maintenance by each clerk of a list showing his specific duties. (Rule 2 of the Manual of Essential Rules for Secretariats.)

II. DISCIPLINE OF RECRUITMENT.—

(1) Enforcement of punctual attendance at the prescribed hour. (Rules 4 and 5 of the Manual of Essential Rules for Secretariats.) This is being done

(2) Maintenance of character rolls. (Rule 7 of the Manual of Essential Rules for Secretariats.) maintained by the Registrar.

(3) Enforcement of the maintenance of a diary of work done by each official. (Rule 2 of the Manual of Essential Rules for all Secretariats). is being maintained

III. OFFICE PROCEDURE AND ROUTINE.—

(1) Submission of papers for orders within five days of receipt at the latest. (Rule 15 of the Manual of Essential Rules for Secretariats.) is being enforced by the Registrar & branch officers.

(2) Issue of timely reminders in cases of delay. (Suspend List. *Vide* Rule 33 of the Manual of Essential Rules for Secretariats.)

(3) Observance of the rules for dealing with Council cases. (Manual of Council Rules and Procedure.)

(4) Observance of the rules connected with Legislative procedure. (Part III of the Legislative Council Manual.)

(5) Budget procedure and consultation of the Financial Department. (Government Order No. Fl. 8328-33, dated 6th May 1907, and No. Fl. 3396-444—G. F. 107-16-1, dated 19th December 1916.)

(6) Procedure in regard to Residency communications. (Chapter IX of the General and Revenue Secretariat Manual.)

(7) Observance of the special rules in connection with the treatment of confidential cases. (*Vide* Rules 38 and 39 of the Manual of Essential Rules for Secretariats.) are being observed

(8) Printing of—

- (*a*) Important Government Proceedings and papers.
- (*b*) Weekly Proceedings Volumes.
- (*c*) Monthly do.
- (*d*) Annual Index to Monthly Proceedings Volumes.
- (*e*) Decennial Index
- (*f*) File headings and their index. (Rule 89 of the General and Revenue Secretariat Manual.)

} All except (b) are being attended to.

(9) Papers to be placed at the Editor's Table—

- (*a*) Preparation of a standard list of papers which may be placed at the disposal of the Press.
- (*b*) Responsibility of Secretariat officers in the matter.

} Action is being taken.

(10) Maintenance of a list of reports and returns due from and to the office in each branch and inspection of the list at least once a month by the Secretariat officer concerned to ensure punctuality in their preparation and submission. (Rule 17 of the General Rules of Office Procedure and Rule 6 of the Efficiency Rules.) } maintained by the branches

(11) Arrear Lists.—Proper maintenance and scrutiny once a month. (Rule 33 of the Manual of Essential Rules for Secretariats.) } is being done

(12) Maintenance of a note book (Reminder book) by each officer for entering all matters which require to be remembered and which, if not so entered, are liable to be overlooked. (Rule 7 of Efficiency Rules.)

No. 637-642—E. A. G. 224, DATED 27TH NOVEMBER 1917.

IV. RECORDS.—

The special rules of the office heads are being strictly adhered to.

(1) Classification and arrangement of records under the rules in force. (Rules 8 and 9 of the Manual of Essential Rules for Secretariats.)

(2) Arrangements for safe custody of records. (Rules 8 and 9 of the Manual of Essential Rules for Secretariats and Chapter III, General and Revenue Secretariat Manual.)

(3) Classification and cataloguing of important and confidential State documents. (Rule 39 of the Manual of Essential Rules.)

(4) Arrangements for protection from fire.

(5) Punctual return of records taken out for reference. Call for records outstanding over a month.

(6) Periodical weeding out of obsolete papers.

V. INSPECTION.—

Yes. (1) Once a week by each clerk of his own papers.

Yes (2) Once a month by the Superintendent and the Gazetted Officer in charge. Report to be submitted to Secretary.

will be attended to in accordance with the revised rules (3) Once a quarter by the Secretary. Report of inspection to be submitted to Dewan. (Rule 40, Manual of Essential Rules.)

(4) A standard form of inspection report.

Yes (5) Maintenance of an inspection book. (Government Order No. 10870-10918—E. A. 43-14-1, dated 10th April 1915.)

VI. MEETING OF SECRETARIES.—

Yes. (1) Holding of quarterly meetings of Secretaries to Government for ensuring greater co-operation among the Secretariats and for discussing important questions.

(2) Holding of quarterly meetings of each Secretary and his subordinate officers for considering important questions.

VII. SECRETARIAT LIBRARY.—

Yes. (1) Proper equipment.

Is being kept up (2) A complete catalogue.

VIII. MISCELLANEOUS.—

(1) Maintenance of correct statistics of administration and comparative information. (Rule 12 of the Efficiency Rules.)

(2) Officers and establishments—

(a) Periodical examination of the distribution of officers and establishments and making suitable proposals for any transfers, etc., necessary.

(b) Action in due time regarding the filling up of vacancies, the extension of the term of temporary establishments, recruitment by examination, etc.

(c) Proper filing of confidential reports about officers and keeping proper record of commendation and censure passed on them. (Rules 71 to 83 of the Manual of Council Rules and Procedure.)

(d) Encouragement of specialization by officers (Rule 12 of Efficiency Rules and Government Order No. 112623-310—G. M. 369-14-2, dated 19th April 1915.)

(3) Manuals and Standing Orders—Maintenance of the manuals and standing orders relating to each department up-to-date together with a list and index. (Rule 18 of the General Rules of Office Procedure and Government Order No. 136—E.A.G., dated 21st December 1916.)

(4) Keeping up-to-date information about the working of special schemes.

(5) Organization and Development work.

(a) List of major and minor wants of departments. (Reserve List.)

(b) List of important items under consideration. (Current List.)

(c) Progress reports on current subjects.

(d) Monthly meetings of organizing Secretaries and helpers. (GOVERNMENT ORDER No. 9252-301—G. M. 411-16-1, DATED 5TH JANUARY 1917.)

(e) Review of progress and revision of subjects in January, May and September.

Yes (6) Prompt action on the tour notes of Dewan and Members of Government.

Yes. (7) Preparation for periodical events, *viz.*, the Representative Assembly, Legislative Council Meetings of Officers, etc.

Bu
22/1/18
Undersecy (M)

GEN. & REV. VIII E. AUDIT. 11 FEB 1918

D. 447 28
12.2.17

Telegraphic Address: *Stateworks*

No. 355/1710

MYSORE P. W. DEPARTMENT.

CENTRAL OFFICE.

Bangalore, 8th February 1918.

From

KARIMUR SHRINIVASRAO, ESQ., B.Sc., L.C.E.,

The *Secretary to the Government of Mysore,*

Public Works Department.

To

C.S.Balasundaram Iyer, Esq., B.A.,

Chief Secretary to Government,

Bangalore.

Sir,

With reference to your letter No.1035/E.A.G.224 dated the 15th January 1918, in re the proper observance of rules laid down for the conduct of work in Secretariats, I have the honour to reply to the observations made therein as follows:-

I (3). The necessity of a record of distribution of work among officials is apparent, and the nature of work to be attended to by each Section or Branch has therefore been properly defined. But, when a Branch is given only two clerks, as for instance, the one dealing with establishment matters, it is hardly necessary to define the duties of each of the two clerks. The same remark applies to the statistical section which consists of two clerks. The observation contained in this office note dated the 21st December 1917, viz., "this has not been expressly laid down in writing, &c", will be clear in the light of the further information now furnished. However, as it is the desire of Government that "a record of distribution of work among officials is very necessary", it will receive attention.

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1918

MYSORE P. W. DEPARTMENT.

No. 355 / 1710

P. W. DEPT. VIII
11 FEB 1918

From

The Secretary to Government,
P. W. Department.

To

The Chief Secretary to Govt.,
Bangalore.

Dated Bangalore, 9. 2. 1918

Despatched

Enclosure No. One

Subject.

Re:- proper observance of rules laid down for the conduct of work in Secretariats.

II (3).- Clerks have been instructed to maintain diaries of work turned out by them every day.

III (10).- The list of periodical reports and returns due from each Branch to Government or other officers will be scrutinised monthly by one of the Secretariat officers, as desired.

IV. Until all the records are removed from the first floor of the main building to the ground floor of the new wing, it is found not practicable to insist on the rigid adherence to the rules, a copy of which is herewith forwarded for obvious reasons.

2. As regards V (1) & (2), it may be stated that a fortnightly list of work received and disposed of by each Branch is prepared by the Superintendent of each Branch and submitted for the scrutiny of the Assistant Secretary, who, after a detailed examination of the lists, submits the same to the Deputy Secretary for his remarks and orders. This inspection is conducted twice a month instead of only one.

Each clerk will be instructed to examine his papers once a week and report result to his Branch Superintendent.

I have the honour to be,

Sir,

Your most obedient servant,

R V Sundaram

For Secretary to Government,

P.W.Department.

V.N.S.

D. 805 — 31
25.2.1918

GPB—10,000—12-7-15

G. R. S. 34]

No. R. 8697

GOVERNMENT OF H. H. THE MAHARAJA OF MYSORE.

General and Revenue Secretariat.

26 FEB 1918

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Office Memorandum.

To

Dated Bangalore the 22nd February 1918.

With reference to the Chief Secretary's Memorandum No.637-642 dated the 26th November 1917, the undersigned begs to state that the rules prescribed for the rapid and early disposal of papers are receiving attention and no modifications in the rules seem called for at present. Steps have been taken to bring all the essential rules into force.

By Order,

Mahamachendiah

for Offg. Secretary to Government.
Revenue Department.

CP.

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GENERAL AND REVENUE SECRETARIAT.

D. O. NO. 1786 Ecn I.

Bangalore, Dated 4th April 1918

Dear Mr L.V. Nos,

Please refere to your office letter No.2083/Fl.G.182 dated the 16th January 1918 regarding the observance of certain rules in the Railway Secretariat. What was required was a categorical reply on each of the points. I shall feel obliged if you will kindly cause the necessary information to be noted very briefly against each item in the accompanying memo and forward it to me at your very earliest convenience. The matter is very urgent, and I shall feel obliged if you will let me have the papers tomorrow, noting as many particulars as may be practicable.

Yours

Dali 4-4-1918
Signed
Mr N. Madhavarao